

I.	<u>Position Title:</u>	Amphitheater Box Office Staff (PT non-benefitted)	<u>Revision Date:</u>	04/15
			<u>EEO Category:</u>	Admin. Support
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	55777

Under the direction and supervision of the Amphitheater Box Office Manager, accounts for received ticket revenue and is responsible for assisting general operations of the Amphitheater box office.

- Sell tickets to customers.
- Assist in maintaining box office.
- Interface with public and responds to customer inquiries.
- Meet certified cashiering standards through City Treasurer.
- Maintain City Treasurer Certification by explaining all outages in writing that are over \$5 each day, balancing 80% of the time in a 30 day period and keeping cumulative outages to less than \$200 in a 3 month period.

- Assist at the Sandy Arts Guild box office as needed.
- Assist artists with special ticketing requests.
- Perform other duties as assigned.

Analytical Ability: Follow written and verbal instructions. Establish and maintain effective working relationships with employees and the public.

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may frequently bend, stoop or crouch; and frequently communicates with others. Work may involve some physical exertion, the need to sit or stand for long periods of time and some lifting may be

required; up to 20 pounds.

Work Environment: Work is primarily conducted at the Amphitheater box office; box office is air conditioned; but there is exposure to various climate conditions. The noise level in the work environment is usually moderate, but possible increased noise exposure is expected while attending events. The job requires evening, holiday, weekend and some daytime work. Box office staff must dress and groom in a manner congruent with the image of Sandy City.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, or skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same or similar position. Management reserves the right to add or change duties at any time.

DEPT/DIV. APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____